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ABSTRACT

The draft includes--(1) comments on file structure, (2) descriptions of dictionary organization and format, (3) alphabetical lists of elements, and (4) facilities related elements in dictionary form. The data element definitions in this draft are compatible with the Higher Education Facilities Classification and Inventory Procedures Manual, which was announced in RIE as ED 025 901. (FS)

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DATA ELEMENT DICTIONARY: FACILITIES

A technical report concerning Facilities Related Data Elements in the WICHE Management Information Systems Program. Preliminary draft.

Technical Report 4

DATA ELEMENT DICTIONARY: FACILITIES

CF 003 767

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
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Management Information Systems Program
Western Interstate Commission for Higher Education

TECHNICAL REPORT 4



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The Western Interstate Commission for Higher Education (WICHE) is a public agency through which the 13 western states work together

- ... to increase educational opportunities for westerners.
- ... to expand the supply of specialized manpower in the West.
- ... to help universities and colleges improve both their programs and their management.
- ... to inform the public about the needs of higher education.

The WICHE Management Information Systems Program was proposed by state coordinating agencies and colleges and universities in the West to be under the aegis of the Western Interstate Commission for Higher Education. The MIS Program proposes in summary:

To design, develop, and encourage the implementation of management information systems and data bases including common data elements in institutions and agencies of higher education that will:

- provide improved information to higher education administration at all levels.
- facilitate exchange of comparable data among institutions.
- facilitate reporting of comparable information at the state and national levels.

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DATA ELEMENT DICTIONARY: FACILITIES

A Technical Report Concerning Facilities Related Data Elements
in the WICHE Management Information Systems Program

PRELIMINARY DRAFT

Technical Report 4

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Western Interstate Commission for Higher Education
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October 1969

DATA ELEMENT DICTIONARY
Facilities Related Elements Section

PRELIMINARY DRAFT

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SPECIAL NOTE

The Preliminary Draft of this section of the DATA ELEMENT DICTIONARY is expected to prompt a greater response from institutions than the previously published sections. Since these responses will be incorporated in the First Edition of the section, this Preliminary Draft should not be viewed as a final document.

Specialists in the area of Facilities in Higher Education are encouraged to direct specific comments on the Preliminary Draft to their state Data Element Review representative or to the WICHE MIS Program as indicated in the introduction of the document.

INTRODUCTION

This document is a preliminary draft of the Facilities Related Elements Section of the DATA ELEMENT DICTIONARY which is being developed as part of the WICHE Management Information Systems Program. This section of the DATA ELEMENT DICTIONARY is being circulated for the purpose of soliciting feedback from a large number of institutions and agencies.

The Facilities Related Elements Section of the DATA ELEMENT DICTIONARY follows the same format as the previously prepared Student Related Elements Section. The elements in this draft are based, for the most part on two publications:

- (1) Higher Education Facilities Classification and Inventory Procedures Manual published by the National Center for Educational Statistics in 1968, and
- (2) A draft of the Space Utilization Manual prepared by the Space Utilization Committee of the Association of the Executive Directors of Higher Education Facilities Commissions and the Division of College Facilities, United States Office of Education.

The data element definitions in this draft are compatible with the Higher Education Facilities Classification and Inventory Procedures Manual (HEFCM) and further details and instructions on these data elements can be obtained from that manual. It should be noted that the standard classification of organizational units and subject fields that appears in the HEFCM will, at a later date, be

compatible with the HEGIS Taxonomy of Academic Disciplines currently published in a review draft by the National Center for Educational Statistics. Further discussion will be necessary to clarify the distinction between institutional programs and organizational units.

Those wishing to comment on this preliminary draft are encouraged to do so by one of the two following methods. For individuals in the fourteen WICHE MIS participating states, a state representative has been designated to gather comments from each state. Each state representative will summarize comments from institutions and agencies in his state and represent those comments at the Data Element Review Meeting. Comments from individuals outside the WICHE MIS participating states should be forwarded to the WICHE MIS Program at the address listed on the title page.

The fourteen state representatives for the WICHE MIS participating states are listed below:

<u>Name and Position</u>	<u>Mailing Address</u>
Mr. Robert Morphey Data Processing	University of Alaska Box A College, Alaska 99735
Mr. Courtland Washburn Coordinating Council for Higher Education	1020 12th Street Sacramento, California 95814
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Mr. Donald Stuart Assistant Executive Secretary New Mexico Board of Education and Finance	Legislative Executive Building Room 201 Santa Fe, New Mexico 87501
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Mr. R. Keith Martin Director Management Systems Department	University of Washington 340 U-District Building Seattle, Washington 98105
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Mr. Robert Langlois Assistant Director SUNY Central Staff Office of Institutional Research	State University of New York Thurlow Terrace Albany, New York 12201
Dr. Milton Carlson Associate Director Institutional Research	Northern Illinois University DeKalb, Illinois 60115

The Facilities Related Elements Section of the DATA ELEMENT DICTIONARY is one of six sections which will make up the total dictionary.

In order to place the Facilities Related Elements Section in the proper perspective all the DATA ELEMENT DICTIONARY Sections are listed below:

- I: Student Related Elements
- II: Staff Related Elements
- III: Curricular Related Elements
- IV: Facilities Related Elements
- V: Finance Related Elements
- VI: Major Equipment Related Elements

It should be noted that the data elements presented in this preliminary draft are tentative. The list of elements includes those most likely to be identified in the final draft of this section of the Dictionary.

Formulation of the DATA ELEMENT DICTIONARY

All sections of the DATA ELEMENT DICTIONARY are to be formulated initially in cooperation with the WICHE MIS Data Element Task Force. The individuals in this group have experience and expertise appropriate for this work. The members of the Data Element Task Force are listed below:

<u>Name and Position</u>	<u>Institution/agency</u>
Mr. J. Spencer Carlson Director, Division of Research for Student Affairs	University of Oregon
Mr. Roger M. Emanuel Coordinator-Models and Simulation	University of California
Mr. James Farmer Director Information Systems	Office of the Chancellor California State Colleges
Dr. Parker Fowler ADP Systems Coordinator	Colorado Commission of Higher Education
Mr. R. Keith Martin Director Management Systems Department	University of Washington
Mr. David Nyman Assistant Director for Data Systems	State of Illinois Board of Higher Education
Mr. George J. Turner Director of Information Systems	University of California Berkeley

In addition to the efforts of the Data Element Task Force, the WICHE MIS Analytical Studies Task Force also reviews each section of the DATA ELEMENT DICTIONARY. This group has responsibility for conceptualizing the models and formulae which will use the basic data elements to produce derived data and information important for institutional management.

Members of the Analytical Studies Task Force are listed below:

<u>Name and Position</u>	<u>Institution/agency</u>
Dr. Robert Adams Assistant Professor of Economics	University of California Santa Cruz
Mr. James Farmer Director, Information Systems	The California State Colleges
Mr. John Keller Director of Analytical Studies	University of California
Dr. Thomas Mason Director of Institutional Research	University of Colorado
Mr. Gordon Osborn Director of Analytical Studies	State University of New York
Mr. Garland Peed Assistant Superintendent, Business	State Center Junior College District
Mr. James Ryan Vice-President Planning and Budgeting	University of Washington
Dr. Martin Zeigler Associate Provost	University of Illinois

WICHE MIS Staff members serve with both Task Forces and facilitate communication between the two groups. MIS Staff members who have played an important role in the development of the Dictionary section presented here are:

Dr. Ben Lawrence
MIS Program Director

Mr. Warren Gulko
MIS Program Assistant Director

Dr. Robert Huff
MIS Training Coordinator

Mr. Charles Thomas
MIS Systems Coordinator

Comments on File Structure

Some educators have expressed concern that the development and widespread use of uniform data systems will destroy institutional autonomy with regard to coding and file structure. The WICHE MIS Program is designed to allow complete institutional autonomy in such matters and, at the same time, to make it possible to derive data which will be truly comparable for interinstitutional comparisons. WICHE has published a technical report entitled, "Concepts Underlying Compatibility¹," which specifically speaks to this point.

In so far as this preliminary draft of Facilities Related Elements is concerned, the elements are listed without reference to how they should be stored in a data system. No attempt has been made to define standard codes, field formats, or file structures, and the listing of items in the Facilities Related Elements Section of the Dictionary is in no way meant to imply that these elements necessarily must be kept in a facilities file. In fact, some elements might better be stored in other files.

The WICHE MIS Program anticipates further publications dealing with suggested code structures and file formats to aid institutions on the threshold of the development of data systems.

¹Dr. Ben Lawrence, "The Concepts Underlying Compatibility in the WICHE Management Information Systems Program," Compatible Management Information Systems. Boulder, Colorado: Western Interstate Commission for Higher Education, May, 1969.

Dictionary Organization and Format

The Facilities Related Elements identified in this section of the DATA ELEMENT DICTIONARY have been grouped under two categories for convenient examination. The numbers attached to the elements are intended only to facilitate identification and location of the elements and have no implication for standard coding practices.

The numbering scheme utilized in this draft is as follows:

1. 000-099 BUILDING ELEMENTS. These data elements are characteristics maintained about buildings in the building inventory.
2. 100-199 ROOM ELEMENTS. The data elements in this section are characteristics about rooms. It should be noted that room number is not a free standing code and must be accompanied by a unique building number for proper room identification.

As with other sections of the dictionary, certain data elements are identified as "linking" elements for the purpose of establishing relationships between other files for the derivation of data for analytical purposes.

The Facilities Related Elements identified in this draft are not intended to supply a complete list of all elements an institution might need for its management and reporting purposes. The list may provide all elements needed by some institutions, however, most colleges and universities will have unique management information needs which will require collection of unique data elements. No DATA ELEMENT DICTIONARY can be expected to provide a list of items which will be exhaustive within the context of

unique data needs of institutions. Therefore, most institutions will be able to identify Facilities Related Data Elements in addition to those listed in the Dictionary which they would wish to or must collect for their own purposes.

In order to adequately define each data element, the Dictionary provides (1) a number, (2) a title, (3) a description and (4) comments needed for further definition. In addition the preliminary draft tentatively indicates whether each element is ("Typically") used by institutions, ("Required") for HEGIS reporting or for general Level III or IV participation in the WICHE MIS Program or ("Suggested") for institutions planning to be prepared for full MIS participation at Level IV.

Key to Columns Used in

This Preliminary Draft

Number Column -- Provides numbers for identification of specific elements with a structure to indicate category, as explained earlier (The numbers are not intended to be a standard coding scheme).

Data Element Title Column -- Provides a brief verbal identification for the data element.

Comments Column -- Supplies such additional information as may be needed to completely define the data element, justify its inclusion, or identify its relationship to other elements.

USE Columns:

Column TU -- "T" in this column indicates that the element is typically used by most institutions at the present time.

Column H -- "R" in this column indicates that the element is required for compilation of data needed for completion of the Higher Education General Information Survey (HEGIS Report).

Column III -- "R" in this column indicates that the element is tentatively required for exchanges of comparable cost information between institutions by means of the WICHE MIS mechanism. (Associated with WICHE MIS Level III participation.)

Column IV -- "R" in this column indicates that the element is tentatively required for full participation in the WICHE MIS Program (e.g., use of all currently contemplated models).

"S" in Column IV indicates that the element may be required in the future for use of some WICHE models. (Column IV is associated with WICHE MIS Level IV participation.)

Facilities Related Elements In

Alphabetical Lists by USES

Facilities Related Elements
Typically Used by Institutions

<u>Element Number</u>	<u>Element Title</u>
106	Actual Stations
110	Air Conditioning
056	Air Conditioning Facilities
103	Assignable Area
113	Audio Aids
017	Building Condition
051	Building Floors
050	Building Location
002	Building Name
003	Building Name Abbreviation
001	Building Number
015	Building Ownership
010	Capital Investment
109	Chalkboard
007	Circulation Area
112	Closed Circuit Television
009	Construction Area
012	Construction Cost
053	Construction Type
006	Custodial Area
052	Elevator Service
054	Entrances
011	Estimated Replacement Value
013	Furnishing Cost
004	Gross Area
055	Heating Facilities
016	Initial Occupancy Date
104	Institutional Organizational Unit (Dept)
008	Mechanical Area
005	Net Assignable Area
014	Other Capital Costs
105	Program Identification
115	Room Accessibility
101	Room Number
102	Room Type
108	Seating Type
018	Source of Funds
114	Special Features
107	Station Design Capacity
111	Visual Aids

Facilities Related Elements
Required for HEGIS Reporting

<u>Element Number</u>	<u>Element Title</u>
103	Assignable Area
017	Building Condition
001	Building Number
015	Building Ownership
010	Capital Investment
011	Estimated Replacement Value
004	Gross Area
016	Initial Occupancy Date
005	Net Assignable Area
105	Program Identification
018	Source of Funds

Participation Level III

106	Actual Stations
103	Assignable Area
017	Building Condition
015	Building Ownership
010	Capital Investment
007	Circulation Area
009	Construction Area
012	Construction Cost
006	Custodial Area
011	Estimated Replacement Value
004	Gross Area
016	Initial Occupancy Date
008	Mechanical Area
005	Net Assignable Area
014	Other Capital Costs
105	Program Identification
101	Room Number
102	Room Type
018	Source of Funds

Facilities Related Elements
Participation Level IV

<u>Element Number</u>	<u>Element Title</u>	<u>Suggested Level IV</u>
106	Actual Stations	
103	Assignable Area	
017	Building Condition	
050	Building Location	S
003	Building Name Abbreviation	
001	Building Number	
010	Capital Investment	S
007	Circulation Area	
009	Construction Area	
012	Construction Cost	
006	Custodial Area	
011	Estimated Replacement Value	
004	Gross Area	
104	Institutional Organizational Unit (Dept.)	
008	Mechanical Area	
005	Net Assignable Area	
014	Other Capital Costs	
105	Program Identification	
101	Room Number	
102	Room Type	
107	Station Design Capacity	

DATA ELEMENT DICTIONARY
Facilities Related Elements Section
Preliminary Draft

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DATA ELEMENT DICTIONARY

FACILITIES RELATED ELEMENTS

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NUMBER	TITLE	DESCRIPTION	COMMENT	USES			
				TU	H	III	IV
001	Building Number	A unique number assigned to each building in the inventory.		T	R		R
002	Building Name	Official name for each building.	Usually maintained in a separate file and used for official report headings.	T			
003	Building Name Abbreviation	A standard abbreviation for each building.	Appears on reports with the number to avoid over-coded reports.	T			R
004	Gross Area	The sum of the floor area included within the outside faces of exterior walls for all stories, or areas, which have floor surfaces.		T	R	R	R

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FACILITIES RELATED ELEMENTS

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NUMBER	TITLE	DESCRIPTION	COMMENT	USES			
				TU	H	III	IV
005	Net Assignable Area	The sum of the floor areas available for assignment to an occupant, except those areas assigned to Custodial, Circulation, Mechanical, and Construction areas.		T	R	R	R
006	Custodial Area	The sum of the floor areas used for building protection, care, maintenance, and operation.		T		R	R
007	Circulation Area	That portion of the gross area required for physical access to some subdivision of space.		T		R	R
008	Mechanical Area	That portion of the gross area designed to house mechanical equipment, utility services, and non-private toilet facilities.		T		R	R

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NUMBER	TITLE	DESCRIPTION	COMMENT	USES			
				TU	H	III	IV
009	Construction Area	That portion of the gross area that cannot be used because of the presence of structural features of the building.	Usually the residual area after all measurable areas have been subtracted from the gross areas.	T		R	R
010	Capital Investment	Accumulated book value of the building.	1) Usually maintained to the nearest \$1000. 2) Expenditures for additions and renovations should be included. (See comment on element 018)	T	R	R	S
011	Estimated Replacement Value	The estimated replacement value of the building.	1) Usually maintained to the nearest \$1000. 2) May be based on (not equal to) the full insurable value or unit costs for similar current projects.	T	R	R	R

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NUMBER	TITLE	DESCRIPTION	COMMENT	USES			
				TU	H	III	IV
012	Construction Cost	Full construction cost including: a) Contract costs b) Utility and site costs to a point five feet outside the building c) Architectural expenses d) Professional service costs e) Project supervision and other on site inspection service costs such as surveys, test borings, etc. f) Fixed equipment.	These categories of costs are frequently required individually for state and federal project reporting. Applies to buildings constructed (not acquired) for occupancy after June 30, 1964.	T		R	R
013	Furnishings Cost	Moveable equipment not requiring utility connections, fixed electrical hook-up, etc.	1) More details on data elements described in this category included in the Major Equipment Related Elements Section. 2) Office machines, laboratory supplies and other expendable items are not included.	T			

FACILITIES RELATED ELEMENTS

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NUMBER	TITLE	DESCRIPTION	COMMENT	USES			
				TU	H	III	IV
014	Other Capital Costs	Additional costs not included in other data elements such as: a) Land acquisition and site clearance costs. b) Parking lot costs c) Utility and site costs beyond five feet of the building d) Landscaping.		T		R	R
015	Building Ownership	The basis on which the building is available to the institution categorized as follows: a) Owned by institution or being paid for on an amortization schedule. b) Not owned, but leased or rented to the institution at a typical local rate. c) Not owned, but made available at no cost or a nominal rate. d) Title now vested in a holding company to which payments are being made. Title to ultimately pass to the institution. (Lease-Purchase arrangement.) e) Not owned, but shared with an institution of less than college level. f) Not owned, but shared with another institution of college level.		T	R	R	

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NUMBER	TITLE	DESCRIPTION	COMMENT	USES			
				TU	H	III	IV
016	Initial Occupancy Date	Actual date of first occupancy should be recorded.	Dates should be summarized into decades for reporting purposes.	T	R	R	
017	Building Condition	Rating of the physical condition of the building: a) Satisfactory b) Needs major renovation c) Should be razed.		T	R	R	R
018	Source of Funds	A series of elements identifying all sources of funds and amounts.	The sum of all sources of funds should equal the Capital Investment. An "undetermined" category should be used for source of funds data for buildings occupied before June 30, 1964.	T	R	R	

FACILITIES RELATED ELEMENTS

NUMBER	TITLE	DESCRIPTION	COMMENT	USES			
				TU	H	III	IV
050	Building Location	A code to locate the building within the institution and campus: a) campus or branch b) sector c) grid coordinates .	Usually maintained by campus planning office.	T			S
051	Building Floors	Number of floors in the building.		T			
052	Elevator Service	Number and capacity of elevators in the building.		T			

FACILITIES RELATED ELEMENTS

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NUMBER	TITLE	DESCRIPTION	COMMENT	USES			
				TU	H	III	IV
053	Construction Type	Code to designate the construction type in categories: a) Wood frame b) Wood frame with brick veneer c) Load bearing masonry walls with wood floor and roof construction d) Load bearing masonry wall with steel floor and roof construction e) Steel frame and non-load bearing masonry walls f) Reinforced concrete frame with non-load bearing walls g) Reinforced concrete walls h) Building with steel walls i) Other.		T			
054	Entrances	Number of outside entrances to the building.	Significant to the security of a building.	T			
055	Heating Facilities	Type and source of heating for the building.		T			

FACILITIES RELATED ELEMENTS

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NUMBER	TITLE	DESCRIPTION	COMMENT	USES			
				TU	H	III	IV
056	Air Conditioning Facilities	Type of air conditioning a) Central b) Window (quantity).		T			

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FACILITIES RELATED ELEMENTS

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NUMBER	TITLE	DESCRIPTION	COMMENT	USES			
				TU	H	III	IV
101	Room Number	An identifier to uniquely distinguish one room from another.	The building number is required as a part of the unique room identification.	T		R	R
102	Room Type	A code to classify room types in the following categories: a) Classroom b) Laboratory c) Office d) Study Facilities e) Special Use Facilities f) General Use Facilities g) Supporting Facilities h) Medical Care Facilities i) Residential Facilities j) Non-assignable Areas k) Un-assigned areas.	Specific code structure for this data element with a finer breakdown appears in the Higher Education Facilities Classification (HEFC) Manual discussed in the introduction.	T		R	R
103	Assignable Area	Number of assignable square feet in the room.	Measured according to procedures in the HEFC manual.	T	R	R	R

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NUMBER	TITLE	DESCRIPTION	COMMENT	USES			
				TU	H	III	IV
104	Institutional Organizational Unit (department)	Institutional Code for the organizational unit to which the space is assigned.	This data element should link to the Financial Related Elements or the Curricular Related Elements.	T			R
105	Program Identification	Standard code for the program to which the space is assigned.	This data element will correspond to the WICHE Program Classification Structure.	T	R	R	R
106	Actual Stations	Number of stations at which people may be assigned.	where possible and/or appropriate.	T		R	R

FACILITIES RELATED ELEMENTS

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NUMBER	TITLE	DESCRIPTION	COMMENT	USES			
				TU	H	III	IV
107	Station Design capacity	Number of stations which the room was designed for.	where possible and/or appropriate.	T			R
108	Seating Type	A code for the type of seating including: a) Chairs 1. Fixed or moveable 2. With or without table arms b) Table seating c) Stools d) Theater type chairs e) Mixture of above.		T			
109	Chalkboard	Linear feet of chalkboard.		T			
110	Air conditioning	Recorded in categories a) Not air conditioned b) Exhaust fan c) Window unit d) Room unit e) Central.	Mechanical refrigeration or evaporating cooling.	T			

NUMBER	TITLE	DESCRIPTION	COMMENT	USES			
				TU	H	III	IV
111	Visual Aids	Visual aid capabilities a) Can be darkened b) Contains built-in equipment 1. Slide projector 2. Overhead projector 3. Screen.		T			
112	Closed Circuit Television	Closed circuit TV capability or not.		T			
113	Audio Aids	Contains sound amplification capability or not.		T			
114	Special Features	Special features such as: a) Acoustical padding b) Special built-in equipment.	May be a series of alpha descriptors not coded.	T			
115	Room Accessibility	Room is accessible to those confined to wheel chairs.		T			

WICHE MANAGEMENT INFORMATION SYSTEMS

NATIONAL ADVISORY PANEL

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